

By-Laws of the Licensed Child Care Center Advisory Board

Adopted _____

Articles I – Name

Section 1. The name of this organization shall be Licensed Child Care Center Advisory Board.

Article 2 – Purpose

Section 1. The purpose of this organization shall be to discuss issues/concerns of licensed child care centers and to develop solutions to the concerns by networking with directors from other centers and representatives from the Child Care Administration. The Board will make recommendations to legislators/legislative committees about child care center issues.

Article 3 – Objectives

Section 1. The objectives of this organization shall be to

- a. promote the networking of staff from licensed child care centers, the Child Care Administration, and legislators about issues effecting licensed child care centers.
- b. provide a strong, unified force to address issues of concern and provide advocacy for licensed child care centers that will assist in making quality child care and early childhood education available to children in Indiana.
- c. provide a mechanism for presenting recommended legislative changes that would benefit licensed child care and the quality of child care in Indiana to legislators and/or legislative study committees.
- d. cooperate with other community and state organizations; and
- e. promote public awareness of the importance of quality child care and early childhood education.

Article 4 – Membership

Section 1. Members will be appointed by the Division of Family Resources (DFR).

Section 2. Advisory Board members, other center directors, legislators, and other staff in the Child Care Administration can make recommendations to assist the DFR in making appointments to the Advisory Board.

Section 3. The membership shall include a diverse population with representatives from small and large centers, for-profit and not-for-profit centers, and from various areas of the State of Indiana.

Section 4. Members can be added or deleted as deemed advisable by the DFR. If a member misses two meetings without sending a proxy (and proper notification of the proxy to the Secretary), then it is recommended that the DFR replace the member.

Article 5 – Meetings

Section 1. Membership meeting shall be held at least quarterly.

Section 2. Special membership meetings may be called by

- a. the Child Care Administrator or
- b. by the President upon written request of 3 voting members.

Section 3. Members shall be notified in writing/e-mail of the time, date, and place set for all meetings at least 10 days in advance and the Secretary shall keep a record of such notice.

Section 4. A quorum shall consist of the voting members present. A member who cannot attend may send a proxy to the meeting(s) and proxies will be given voting privileges at attended meetings. The Secretary must have in his/her possession a letter from the member stating who his/her proxy will be and at which meeting(s) the proxy will be voting in the absence of the member.

Section 5. All meetings are open to the public and staffs from all licensed centers are encouraged to attend. Guests are encouraged to present input into the discussions. The President may limit the time each person is allowed to present based on the number of people in attendance wishing to present.

Article 6 – Officers

Section 1. The officers of the Licensed Child Care Center Advisory Board shall be President, Vice President, and Secretary.

Section 2. Officers shall be elected at the July meeting and shall begin their terms of office immediately upon completion of the July meeting.

Section 3. Officers shall be elected for a term of two years.

Section 4. The President shall

- a. preside at all Licensed Child Care Advisory Board meetings;
- b. establish committees to research specific topics and report back to the entire Advisory Board;
- c. be an ex-officio member of all committees;
- d. work with the Child Care Administrator to decide the agenda for each meeting;
- e. oversee that the duties of other officers are fulfilled;
- f. perform such other duties as the Board prescribes.

Section 5. The Vice President shall

- a. perform duties of the President during the President's absence or inability to act;
- b. receive the agenda from the President and notify all members of the Licensed Child Care Center Advisory Board of the date, time, place, and agenda for the meeting at least 10 days in advance of the meeting;
- c. perform such duties as may be assigned by the President.

Section 6. The Secretary shall

- a. keep, or cause to be kept, all legal records, a current membership roster, and records of all Licensed Child Care Center Advisory Board meetings;
- b. be responsible for distributing minutes of all meetings;
- c. in general, perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President or Board.

Section 7. When a vacancy occurs in any of the above described offices, except that of President, the Board shall have the power to fill the vacancy by two-thirds vote to complete the unexpired term.

When a vacancy occurs in the office of President, the Vice President shall complete the unexpired term.

Article 7 – Parliamentary Authority

Section 1. Except as otherwise provided in these by-laws, *Robert's Rules of Order, Revised*, shall govern all parliamentary procedures at all Licensed Child Care Center Advisory Board and committee meetings.

Article 8 – Amendments

Section 1. These by-laws may be amended by a majority vote of the voting members present at a regular membership meeting, provided the proposed amendment is distributed in writing by mail/e-mail at least ten days prior to the meeting when action is to be taken.

Guidelines for Licensed Child Care Center Advisory Board

Communications and Sharing of Information:

- **Members can and should share information with staff from other licensed child care centers. When sending out shared information the members should refrain from stating their own opinion as the opinion of the Advisory Board unless a vote has been taken on an issue.**
- **Members can elect to remove their contact information/e-mail addresses from the published members contact list by contracting the *Secretary* in writing.**